

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Operations School

DATE: 23 November 1955

FROM : Assistant for Headquarters Training

SUBJECT: Weekly Activities Report Number 47  
16 through 22 November 1955

## I. SIGNIFICANT ITEMS

Nothing to report.

## II. OTHER ITEMS

a. [ ] accompanied by [ ] Chief, Requirements and Evaluation Branch, RQM, spent two days [ ] discussing instruction in Reporting with [ ] They all agreed that the field case officer was the primary Reporter; therefore, he must be taught the techniques for getting the maximum useful information, and transmitting it accurately, completely and clearly to Headquarters. They reviewed an outline prepared by [ ] and concluded that it would serve very well as a basis for Reporting instruction. [ ] also talked to other members of the staff about reporting problems in connection with FI, PP and PM activities. In addition, [ ] described how RQM is organized and operates, including as well the workings of the Inter-Agency Priorities Committee, of which he is Secretary.

It was arranged that [ ] Chief, RQM/OIS, would spend a day [ ] to explain in detail the facilities available for operational intelligence support for the field case officer.

## c. Personnel

Effective 18 November 1955 [ ] was re-assigned from the Office of Training to DDP/PP Senior Staff.

at request Chief PP

what the capabilities resulting from OTR in  
instruction

~~SECRET~~

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[ ] will be away on Military Leave from 21 November to 2 December 1955.

Because of illness in her family [ ] will be away on leave until 5 December 1955.

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